Academic Standards Meeting

Meeting Minutes

Date: March 6, 2018

Present: P. Angelastro, E. Clancy, L Dresdner, E. Kaufman, J. Leonetti,

                              T. Marquis, K. Ramer, K. Taylor, J. Zupkus

Minutes Taken By: E. Clancy

Next meeting: April 3rd, 2018   2:30PM—3:30PM

I.   **Approval of Minutes from Tuesday, February 6th**

      Suggestions made for minor grammatical changes. Motion to accept amended minutes
      made by Kevin Ramer and seconded by K. Taylor, motion passed unanimously.

II.   **Discussion of amended Enrollment Limit Proposal form**

      K. Ramer presented and explained the changes that were made and explained
      "in-class factor" rubric to determine how much time instructor has for individual attention
      per student/semester. K. Ramer also suggested changing terminology from "assessment
      factors" to "out-of-class factors". Discussion then ensued regarding identifying a
      baseline for contact with students outside of class time and posted office hours. A
      suggestion was also made to apply the form only to new courses, or for establishing
      a sub-committee to discuss standardizing class size in general. It was noted that no
      document exists that identifies standards for class size in any division. Janet made a
      motion to form a sub-committee for this purpose that would include herself, Kevin
      Ramer, and membership from both GEACC and CEAC committees. Pete Angelastro
      Seconded, motion passed with one abstention.

III. **Review of Revised Draft of Academic Dishonesty Document**

      Committee reviewed and discussed changes to plagiarism and punitive section of *NVCC
      Policy on Academic Dishonesty.* Dean Dresdner explained why this subject was brought
      Forward after faculty inquiry on procedure, and expressed her desire for a standardized
      Method of and procedure for addressing this issue. Discussion ensued about how to
      appropriately document faculty accountability and the current disconnect between
      faculty members and administration. The committee agreed that a final version of this
      procedure should be included not only in the College catalog but in faculty and student
      handbooks as well as online to facilitate accessibility. Suggestion was made of including
      a version with "read and understood" signoff by student in admissions packet. K. Taylor
      suggested that at the next Academic Standards meeting, all members should

participate in revision of the Academic Honesty document using one of the available sharing software platforms. K. Taylor seconded, motion passed unanimously. T. Marquis agreed to host a document for this purpose using MeetingWords web text editor application.

IV.   Adjournment

Motion to adjourn: J. Zupkus

Seconded: K. Ramer

Passed unanimously